

THE ENGLISH INTERNATIONAL SCHOOL OF PADUA



Job Description

Post: Teaching Assistant at The English International School of Padua

Responsible to: Head of School

Job purpose:

Responsible for:

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

1. Assist in the educational and social development of pupils under the direction and guidance of the Head of School and class teachers.
2. Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
3. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
4. Work with other professionals, such as School Psychologist, as necessary.
5. Assist class teachers with maintaining student records.
6. Support students with emotional or behavioural problems and help develop their social skills.
7. Carry out indoor/outdoor supervision duties.

Administrative duties

1. Prepare and present displays of students' work.
2. Support class teachers in photocopying and other tasks in order to support teaching.
3. Undertake other duties from time to time as the head teacher requires.

Standards and quality assurance

1. Support the aims and ethos of the school. [*see Staff Handbook*]
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend team and staff meetings where applicable.
4. Undertake professional duties that may be reasonably assigned by the head teacher.
5. Be proactive in matters relating to health and safety.

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Health and Safety

To contribute to the maintenance of a safe and secure environment. This includes taking the appropriate action in the event of an emergency.

To attend health and safety inset courses as informed by the Head of School.

A duty exists (under health and safety legislation) to take reasonable care for the health and safety of yourself and others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that you comply with safety rules and procedures, and to ensure that nothing you do, or fail to do, puts yourself or others at risk. As well as being pro-active in the event of minor illnesses and ailments, so as to avoid absences both long and short term.

The contribution of this role

Efficient execution of the tasks on your job description will ensure the smooth operation of the school's services and an improved quality of education for the students in our care. You will therefore be making a very important and valuable contribution to other employees, matters affecting individual students and the achievements of the students in your care; as well as maintaining the prestigious and renowned reputation of the high quality standard of education offered at EISP